

## **BY-LAWS OF THE UW-L STUDENT ASSOCIATION BOARD OF DIRECTORS**

### **ARTICLE I: PURPOSE**

#### **SECTION I: PURPOSE**

To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of the UWLSA Constitution and these By-Laws. Also, the Board of Directors shall act as an advisory body to the President and Vice-President, and shall assist in the creation and implementation of all legislation passed through the Student Association.

### **ARTICLE II: MEMBERSHIP**

#### **SECTION I: VOTING MEMBERSHIP**

The voting membership of the Board of Directors shall consist of the following: President, Vice-President, Chief Financial Officer (CFO), Director of Public Relations, Director of Local Affairs, Gender Issues Director, Legislative Issues Director, Shared Governance Director, Social Justice Director, and Environmental Sustainability Director; from which a Chair of the Board shall also be elected.

#### **SECTION II: NON-VOTING MEMBERSHIP**

The Get Out the Vote Director, Parliamentarian, and Secretary of the UWLSA shall be non-voting members of the Board.

#### **SECTION III: ELIGIBILITY**

The members of the Board of Directors, at the time of their appointment, and throughout their time in office, shall be at least half-time students, be in good academic standing at the University of Wisconsin-La Crosse as defined in the current UW-L General Catalog, and shall not simultaneously be a member of the Board of Directors and a member of the Legislative or Judicial Branch of the UWLSA.

#### **SECTION IV: SELECTION**

All candidates for positions on the Board of Directors shall submit their applications to the UWLSA President and/or Vice-President on or before a deadline set by the UWLSA President and/or Vice President. For Social Justice Director, no less than two (2)

applicant recommendations will be forwarded to the President and Vice-President from the Diversity Organization Coalition. The President and Vice-President shall then review all applications and select the most suitable candidate for each position and submit the chosen names to be confirmed by a two-thirds (2/3) affirmative vote of the Senate.

#### **SECTION V: TERMS**

The terms of office for the members of the Board of Directors shall be from the time of their appointment until the end of the current Student Association session, or until a member is removed from office, becomes ineligible to hold the office, or departs from his/her office for any reason.

#### **SECTION VI: OATH OR AFFIRMATION**

Before entering into his/her respective offices, each member appointed to the Board of Directors shall take the following Oath or Affirmation, administered by the President of the UWLSA: "I, (Name), do solemnly swear (or affirm) that I shall uphold the Constitution of the University of Wisconsin-La Crosse Student Association and the Office of (Elected Position) with integrity and honor, and, I swear (or affirm) that I shall promote, protect, and defend the best interests of the students of this University and those powers given to students by Section 36.09(5) of the Wisconsin State Statutes".

#### **SECTION VII: VACANCIES**

If at any time a member of the Board of Directors resigns or is removed from office, either due to loss of eligibility or failure to fulfill his/her duties, the President of the UWLSA shall re-open the application process for the position to all students eligible for office and, within three weeks of the vacancy, shall select a new member to the office. Upon selection the President shall submit the name of the candidate to the Senate to be confirmed by a two-thirds (2/3) affirmative vote of the Senate.

#### **SECTION VIII: REMOVAL FROM OFFICE**

Any Board of Directors member shall be removed immediately from office upon a two-thirds (2/3) vote of the remaining Board of Directors members or by impeachment by the Student Senate, if convicted of a major violation of national, state, or local laws; of violation of major University of Wisconsin-La Crosse policies; or failure to uphold this Constitution, appropriate By-Laws, or legislation passed by the UWLSA; of failure to conduct themselves in a manner consistent with this Constitution; or of any abuses of power.

## **ARTICLE III: POWERS AND DUTIES**

### **SECTION I: GENERAL DUTIES OF DIRECTORS**

- A.** To promote, protect, and defend the principles of the UWLSA by adhering to the provisions of the UWLSA Constitution and these by-laws,
- B.** To attend all meetings associated with their position,
- C.** To represent all issues that are being worked on for the Student Association in a non-partisan manner,
- D.** To report problems and suggest changes to these by-laws to the Executive Officers and Student Senate,
- E.** To write an end-of-term director report for the individual that is filling his/her position,
- F.** All duties pertaining to national, local, and university organizations referenced Article III, Section II will only apply in times of affiliation or existence,
- G.** Collaborate with other directors when possible.

### **SECTION II: SPECIFIC DUTIES OF DIRECTORS**

The specific duties of each Board of Directors member are as follows:

**A. Chair of the Board:** It is the Chair's responsibility to ensure all board members are fulfilling the duties outlined within these by-laws. The chair shall lead the board through delegation with any additional projects or tasks the group may take on throughout the year. Ultimately, the Chair should create a team environment within the board. It shall be the duty of the Chair of the Board to:

1. Organize board meetings as necessary,
2. Plan agenda for board meetings,
3. Assist in the following years hiring process as needed,
4. Meet with each director in attempt to set and reach goals,
5. Facilitate updating of director training guides, as necessary,
6. Facilitate updating of these by-laws in regards to director descriptions, as necessary,
7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**B. Chief Financial Officer (CFO):** Monitor all financial transactions of the Student Association. Be a member of the Board of Directors and Chair/Vice-Chair of the Segregated University Fee Allocation Committee. Report directly to the President and Vice President. It shall be the duty of the CFO to:

1. Prepare the Student Association's annual budget in conjunction with President,
2. Be available for explaining questions or concerns Senators or their constituents may have regarding the Student Association budget or other monetary subject matters,
3. Monitor the Student Association account activity,
4. Explain and implement procedures regarding funding as needed,
5. Analyze and provide reliable feedback to proposed plans or initiatives relating to Student Association fiscal issues,
6. Educate groups as to the workings of the Student Association budgetary process,
7. Be in charge of UWLSA Director payroll as outlined in Article IV:  
Compensation
8. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**C. Director of Public Relations (PR):** The Director of PR will be responsible for communication with the entire campus and community on behalf of Student Association. Duties may include writing press releases, setting up news conferences, and producing publicity for SA campaigns and events. The PR Director will report directly to the President and Vice President but will work closely with all of the SA directors and senators. It shall be the duty of the PR Director to:

1. Produce and assist in distribution of publicity for campaigns and events. Publicity could include but is not limited to press releases, fliers, table tents, posters, and electronic communication,
2. Assist the UWLSA executive, legislative and judicial branches in establishing and maintaining an efficient line of communication with them and their constituents,
3. Utilize a variety of resources on campus at UW-L to help inform the student body about weekly Student Association discussions and decisions,
4. Contact the La Crosse Tribune's Higher Education reporter, and other members of the local media, to inform him/her about meetings, open forums, and any important Student Association topics/decisions,
5. Help in fielding any questions from local/national media outlets,
6. Maintain the UWLSA website,
7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**D. Director of Local Affairs (DoLA):** The Director of Local Affairs is a liaison position which to maintain good communication between the students of UW-L and the City and County of La Crosse. The DoLA works with city officials to ensure that the students' best

interest is taken into account in regards to city policies. The DoLA oversees and works with any current contracts or agreements that the Student Association has with the City and County of La Crosse. It shall be the duty of the Director of Local Affairs to:

1. Meet with the District 5 Council member and County Board Supervisor as needed,
2. Meet with La Crosse Police Department University Liaison Officer within the first month of each semester for reports or to build rapport,
3. Serve as a tri-campus representative on the MTU Board, if selected. If not, attend MTU Board meetings regularly to stay informed and speak on behalf of UW-L when necessary.
4. Actively seek out a position on a city board or committee in addition to the MTU Board,
5. Become familiar with the City Council members and seek to open lines of communication with them,
6. Attend and speak at City Council meetings on an at-need basis when issues arise that would affect the student population of UW-L,
7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**E. Gender Issues Director (GID):** The UW-La Crosse Student Association Gender Issues Director reports directly to the UW-La Crosse Student Association President. The GID has autonomy over the campaigns run throughout the academic year, so long as they directly relate to the betterment of the status of students on this campus and in this community. The GID often works in collaboration with the Social Justice Director to meet the needs of various groups on campus. Commitment to grassroots organizing and activism is strongly recommended. It shall be the duty of the Gender Issues Director to:

1. Promote trainings and materials available for use on campus to expand students' skills on gender and LGBTQQIAA issues,
2. Research and serve as a resource on gender issues that affect students ,
3. Build a relationship and coalition with campus organizations or departments that relate to gender or LGBTQQIAA issues (examples include: ALANA, WSSA, MUASA, Rainbow Unity and the Women, Gender and Sexuality Studies Department),
4. Promote coordination and communication between diverse groups on this campus and in the community that deal with gender or LGBTQQIAA issues (examples include: New Horizons, Safe Path, Options, the Domestic Abuse Reduction Team, the Domestic Violence Intervention Project and the Health Science Center),
5. Provide leadership and advocacy in the development and implementation of programs that address the needs, interests, and concerns of students,

6. Attend Violence Prevention Advisory Council meetings,
7. Serve as a member of the Human Diversity Organization Committee (HDOC).
8. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**F. Legislative Issues Director (LID):** The Legislative Issues Director will work directly with the United States Student Association (when applicable), United Council of UW Students (when applicable), Student Association President and Vice President. The LID will be in charge of researching legislative issues on the state and federal level that will affect UW-L students. Contact will be made with the corresponding legislators regarding UWLSA position. It shall be the duty of the Legislative Issues Director to:

1. Write or assist in writing position resolutions concerning legislative issues,
2. Submit to the UWLSA a monthly written or verbal summary of major legislative issues that will affect UW-L students,
3. Meet with the Chancellor at least once during each semester,
4. Organize an on-campus forum for area legislators once a semester,
5. Required to attend USSA Legislative Conference as delegation leader (March), when applicable,
6. Attend or find appropriate replacement to USSA Congress as delegation leader (July), when applicable,
7. Serve as the official liaison for the UWLSA by engaging in monthly communications with United Council and United States Student Association, when applicable,
8. Serve as a student member on the UWLSA Joint Legislative and Regent Relations Committee,
9. Serve as a student member on the UWLSA Legislative Affairs Committee
10. During federal election years, the LID will actively work with the Get Out the Vote Coordinator, organizing a voter registration drive and distributing a non-partisan voting guide to the campus,
11. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**G. Shared Governance Director:** The Shared Governance Director is responsible for ensuring that there is adequate student representation and participation in all shared governance activities at UW-La Crosse, in accordance with WI statute 36.09(5). It shall be the duty of the Shared Governance Director to:

1. Primarily be responsible for ensuring that the provisions in WI Statute 36.09(5) be carried out at UW-L,
2. Be a resource for the UWLSA on issues of Shared Governance,

3. Give at least one presentation during the school year that is open to all students on the importance of 36.09(5),
4. Present reports for the Student Senate regarding issues of shared Governance and explain their implications for the students of UW-L,
5. Serve as one of the student members of Academic Affairs Committee,
6. Serve as one of the student members of Joint Planning and Budget Committee,
7. Attend Faculty Senate meetings and be a liaison between that group and Student Senate,
8. Be in direct communication with the Faculty Senate Chair as needed,
9. Attend as many as UW System Board of Regents meetings as possible,
10. Work to actively engage legislators and Board of Regents Members while attending BOR meetings by setting up lobby visits,
11. Be in regular contact with student and UW-L's buddy Regents,
12. Be in regular contact with Shared Governance Directors in other campuses,
13. Follow the directives set forth by the Student Association President and Vice-President as well as develop new ideas for consideration by the President and Vice-President,
14. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**H. Social Justice Director:** The Social Justice Director will be charged with raising awareness and promoting social equality throughout campus. The Social Justice Director will work to promote an environment on the UW-L campus that is understanding and accepting of diversity. This shall be done by carrying out campaigns that involve and educate the entire campus of the social injustices that affect us as a university. It shall be the duty of the Social Justice Director to:

1. Carry out campus wide campaigns promoting social awareness,
2. Promote legislation towards diversifying our campus,
3. Serve on the Joint Minority Affairs Committee,
4. Serve on Campus Climate Council and the Hate Response Team,
5. Serve as the facilitator for the Diversity Organization Coalition (DOC),
6. Serve as the Chair of the Human Diversity Organization Committee (HDOC).
7. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**I. Environmental Sustainability Director:** The Environmental Sustainability Director will serve as a liaison between Student Association, environmental organizing groups, and individuals on campus and in the community of La Crosse that work on environmental issues. They will be charged with organizing campaigns to inform UW-L students of, and make progress toward, environmental sustainability on campus and

strengthen the student voice around issues of environmental sustainability. The Environmental Sustainability Director will report directly to the President and Vice President. It shall be the duty of the Environmental Sustainability Director to:

1. Serve as a student member on the Joint Committee on Environmental Sustainability,
2. Be actively involved in overseeing the Green Fund,
3. Establish and maintain relationships between other UW-System Student Government Environmental Sustainability Directors,
4. Advocate for issues pertaining to environmental sustainability within the campus, UW-System, State and national levels,
5. Attend UW-L Environmental Council meetings,
6. Co-chair the Green Transportation Council,
7. Meet with leadership from UW-L campus food services to make efforts to bring local and/or sustainable food and beverage products to campus,
8. Meet regularly with the Graduate Assistant serving as University Centers Sustainability Coordinator, when applicable,
9. Run campaigns that promote campus wide practices of reducing, reusing, and recycling of goods,
10. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**J. Parliamentarian** The Parliamentarian shall be appointed by the presiding President and Vice-President of the UWLSA from among the UW-L student population or the general membership of the UWLSA and shall serve at the discretion of the Senate. If no qualified candidate is found, a member of the Board of Directors shall be appointed Interim Parliamentarian. The Parliamentarian shall provide counsel to the President of Student Senate, officers, committees, and individual members on matters relating to Parliamentary Procedure according to Roberts Rules of Order, Newly Revised. The President of Senate shall retain final authority over procedural decisions but the decision of the President may be overruled by 2/3 vote of the Senate, consistent with Roberts Rules of Order, Newly Revised. The Parliamentarian must fulfill the following duties:

1. Uphold the principles of Parliamentary Procedure and rights of members, and
2. Maintain an unbiased speakers list throughout meetings, and
3. Call the attention of the chair to any error in the proceedings that may affect that substantive rights of any member, and
4. Maintain a position of impartiality, therefore, serving as a non-voting member on the Board of Directors, and
5. Serve as a non-voting member on the Legislative Affairs Committee and be knowledgeable about UWLSA bylaws and constitutional procedures, and

6. Communicate with the President of Senate before each meeting to go over possible Parliamentary Procedures that the Senate body may encounter during the meeting, and
7. Conduct trainings for UWLSA Senators on Parliamentary Procedure, and
8. Complete additional responsibilities that seem fitting and necessary and proper for the position.

**K. Get Out the Vote Director (GOTV):** The Get Out the Vote Director will be a position that is offered only during major election years (every other year), He/She will partner with the Legislative Issues Director and will work directly with the Student Association President and all other Board of Director Members. The GOTV Director will run effective non-partisan campaigns on campus that should run congruent with major state and national elections. It shall be the duty of the GOTV Director to:

1. During federal election years, the GOTV Director will actively work with the Legislative Issues Director, organizing a voter registration drive and distributing a non-partisan voting guide to the campus,
2. Present non-partisan information to campus about elections, debates and editorials,
3. Work as the primary liaison between other GOTV efforts on campus, including but not limited to efforts by Fair Wisconsin, College Republicans, College Democrats and Progressives,
4. Promote voter registration and voting to all UW-L students on and off-campus,
5. Help run voter registration campaigns and non-biased informational campaigns about all candidates involved in the elections,
6. Be actively involved with the UC and USSA Grassroots Coordinators, when applicable,
7. Meet with the La Crosse City Clerk to set up deputization and voting guidelines,
8. Meet with the Director of Residence Life during the election period to incorporate RHAC and Residence Assistants with registration and deputization,
9. Complete additional responsibilities that seem fitting and necessary and proper for the position.

## **ARTICLE IV: COMPENSATION**

### **SECTION I: DIRECTOR COMPENSATION**

**A. Budget:** Compensation will be determined by amount allocated in the Student Association budget; as approved by Senate. Total compensation can be adjusted during the year.

**B. Adjusting Pay**

1. Compensation of the current President and Vice-President can be adjusted through final approval of the Student Senate.
2. Salaries for the President and Vice President of the subsequent year must be adjusted by final approval of the Student Senate prior to the due date of election papers.

**C. Uncompensated Work:** The following activities do not warrant pay, and therefore should be ignored when calculating compensation:

1. Student Senate meetings,
2. Student Association Committee Meetings not required for the position,
3. Other organizational attendance that is not required for the position.

## **ARTICLE V: VOTING**

### **SECTION I: QUORUM**

A majority of the membership of the board shall constitute a quorum six (6) members, of which five (5) must be voting student members.

### **SECTION II: MOTIONS**

Action of the board shall be by two-thirds (2/3) affirmative vote of the members in attendance.

## **ARTICLE VI: MEETINGS**

### **SECTION I: INITIAL MEETING**

The UWLSA President shall call the first meeting of the Board and shall preside until election of the Chair of the Board.

### **SECTION II: REGULAR MEETINGS**

Regular meetings shall be held at least once per month during the academic year.

### **SECTION III: SPECIAL MEETINGS**

Special meetings may be called whenever necessary to conduct business.

### **SECTION IV: PARLIAMENTARY PROCEDURE**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this board in all cases to which they are applicable which they are not inconsistent with these bylaws and any special rules of order the board may adopt.

## **SECTION V: LAW**

All meetings shall comply with the provisions of Wisconsin Open Meeting Law (Chapter 297, Laws of 1973).

## **ARTICLE VII: ATTENDANCE**

### **SECTION I: ATTENDANCE**

All members of the board shall attend regular and special meetings. Excused absences for all members shall be granted by the Chair of the Board.

## **ARTICLE VIII: SUMMER DUTIES**

### **SECTION I: SUMMER DUTIES**

Summer duties, powers, and functions of this board shall be delegated to the UWLSA Summer Executive Committee.

## **ARTICLE IX: AMENDMENTS**

### **SECTION I: AMENDMENTS**

These by-laws may be amended with a two-thirds (2/3) affirmative vote of the board membership and by a two-thirds (2/3) affirmative vote of the members in attendance in the Student Senate.

Amended 05/07/2008

Article II, Section II Amended 04/29/2009

Article III, Section II Amended 04/29/2009

Amended 4/21/2010

Amended 5/5/2010

Amended 5/4/2011